

WORKPLACE CONDUCT POLICIES

DRUG-FREE WORKPLACE

All TCB employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at any time in TCB's workplace or during hours of employment (whether or not on TCB property). Employees are expected to report to work free from the influence of illegal drugs and to remain free from such influence while on TCB's premises or while performing any work for TCB off premises. As a condition of continued employment with TCB, employees are expected to abide by the terms of this policy and to notify the Vice President, Human Resources, of any criminal drug statute conviction for a violation occurring during their employment with TCB no later than five (5) days after such conviction. If an employee engages in any of the activities stated above, the employee is subject to appropriate disciplinary action (including, but not limited to, unpaid suspension and termination). In addition, TCB may be required to report such activities to federal or local law enforcement.

DRUG-FREE AWARENESS PROGRAM:

TCB is committed to a workplace that is safe and free from drug use at all times, either on Company property or off-site locations. Drug abuse in the workplace is strictly prohibited as it compromises workplace safety, negatively affects how employees perform their jobs, and can lead to serious health complications, including death.

National Institutes of Health's description of the dangers of drug abuse includes the following:

Drug-abuse and addiction cause individuals to lose or have a diminished capacity to control:

- moods and professional demeanor and interactions;
- stress level;
- decision-making;
- impulsivity;
- the risk of trauma, injury, an/or violence; and
- overall physical and mental health.

Drug abuse also affects a person's wakefulness, heart rate, blood pressure, and can lead to heart attack, stroke, psychosis, overdose, and even death. Longer-term effects can include heart or lung disease, oral or dental deterioration, cancer, mental illness, HIV/AIDS, and hepatitis.

See <https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>, for further information.

TCB's long-standing Drug-Free Workplace Policy and consequences for non-compliance with its policy is set-forth in further detail above.

TCB's Enhanced Employee Assistance Program:

TCB provides a robust and enhanced Employee Assistance Program for any employee who seeks confidential assistance with any substance and alcohol abuse and/or mental health issue. TCB has contracted with the Mutual of Omaha's Basic Enhanced Employee Assistance Program that provides assistance 24-hours a day at 1-800-316-2796. TCB's full EAP brochure is available on SharePoint. TCB's EAP program can also provide confidential assistance in search for solutions including referrals to other care providers for counseling and rehabilitation programs.

Please contact the Human Resources Department for further information on this Program. All inquiries related to this Policy will be handled confidentially.

ALCOHOL-FREE WORKPLACE

Employees are prohibited from the use or possession of alcohol at any time in the workplace or during hours of employment (whether or not on TCB property). Employees are expected to report to work free from the influence of alcohol and to remain free from such influence while on TCB's premises or while performing any work for TCB off premises. Employees who violate this policy will be subject to disciplinary action (including, but not limited to, unpaid suspension and termination). Employees who observe infractions of this policy are urged to promptly report this to the Human Resources Department.

Note: The only exception is when moderate consumption of alcoholic beverages occurs on TCB premises or at TCB-sponsored or business-related functions and the employee is of legal minimum drinking age under applicable state law. However, under no circumstances may consumption of alcoholic beverages interfere with an employee's ability to perform business activities effectively, regardless of the time or place of consumption.

SMOKE-FREE WORKPLACE

For the health, safety and protection of all employees, applicants for employment and guests of TCB, smoking is not permitted anywhere on TCB's premises, including but not limited to the lobbies, elevators, stairwells, corridors, restrooms, lounges, public areas, and all other building spaces. This policy will be posted, and a copy of the policy will be provided by TCB to employees or applicants upon request.

POLICY AGAINST VIOLENCE IN THE WORKPLACE

TCB is committed to providing employees with a workplace that is respectful, professional and safe. Accordingly, TCB has a zero-tolerance policy towards inappropriate or harassing conduct in the workplace. TCB prohibits conduct that constitutes or could lead or contribute to workplace violence. An act of violence includes, but is not limited to, actual, threatened or attempted violence toward an individual or to property. TCB prohibits the possession of weapons of any kind while on duty with TCB, either in the workplace or offsite. Failure to abide by this policy will result in disciplinary action (including, but not limited to, unpaid suspension and termination).

REPORTING OF VIOLATIONS AND NO RETALIATION

Employees who observe infractions of these Workplace Conduct Policies in TCB's workplace should promptly report such incidents to their manager, the Human Resources Department or through the employee hotline at 1-866-556-3848. TCB will make every effort to maintain confidentiality in its handling of any such reports.

No adverse personnel action may be taken against employees or applicants who report a violation of any of these policies or who otherwise exercise, or attempt to exercise, any right granted under applicable law or these policies. Prohibited retaliatory personnel actions include but are not limited to: dismissal, demotion, suspension, disciplinary action, negative performance evaluations, any action resulting in loss of compensation or other benefit, failure to hire, failure to appoint, failure to promote, or failure to transfer or assign against the wishes of the affected employee.

Employees or job candidates with questions regarding these policies should contact the Human Resources Department.